

## REQUIREMENTS FOR CHANGE BUSINESS ADDRESS IN BUSINESS PERMIT (ON-SITE ONLY)

Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements:

- ✓ \_\_\_ Latest Business Tax Order of Payment (Assessment Form)-Original
- ✓ \_\_\_ Latest Business Permit Certificate (Diploma)-Original
- ✓ \_\_\_ Proof of right of applicant to use location as business address
- Certified True Copy of Original Certificate Title (OCT)/ Certified True Copy of Transfer Certificate of Title (TCT)/ Tax Declaration/- 2 Original
- Notarized Contract to Sell (if under amortization)/
- Notarized Deed of Sale (if owned)- Original and 1 Photocopy-complete set or
- Notarized Contract of Lease and Lessor's Business Permit (if not owned, renting)- Original and 1 Photocopy-complete set or
- Notarized Memorandum of Agreement/ Notarized written consent of property owner (if not owned, not renting) - Original and 1 Photocopy-complete set
- ✓ \_\_\_ Location plan or sketch of the location with picture of establishment (front, right, left side view including the road, and interior view) (1 copy-complete set)
  
- \_\_\_ Certificate of Occupancy, if applicable (Original and 1 Photocopy)

### OTHER REQUIREMENTS THAT MAY BE NEEDED:

- \_\_\_ Barangay Endorsement with Official Receipt (if not yet integrated)-original and 2 photocopies
- \_\_\_ Market Clearance (if the business is located in public market) -original and 1 photocopy

## REQUIREMENTS FOR CHANGE BUSINESS NAME IN BUSINESS PERMIT (ON-SITE ONLY)

Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements:

- ✓ \_\_\_ Latest Business Tax Order of Payment (Assessment Form)-Original
- ✓ \_\_\_ Latest Business Permit Certificate (Diploma)-Original
- ✓ \_\_\_ Proof of Registration  
(Original and 1 Photocopy-complete set)
  - DTI (if Sole Proprietorship)- SHOULD BE SAME OWNER
  - SEC Registration (if Partnership or Corporation)- SHOULD BE SAME INCORPORATORS
  - CDA (if Cooperative)

## REQUIREMENTS FOR MULTIPLE AMENDMENTS IN BUSINESS PERMIT (ON-SITE ONLY)

- CHANGE OWNER AND BUSINESS NAME
- CHANGE OWNER AND BUSINESS ADDRESS
- CHANGE BUSINESS NAME AND ADDRESS
- CHANGE IN BUSINESS TYPE (SOLE PROPRIETORSHIP/CORPORATION/PARTNERSHIP/COOPERATIVE)

Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements:

- ✓ \_\_\_ Business Retirement of previous Business Permit (to be processed in City Treasurer's Office)
- ✓ \_\_\_ Requirements for application for NEW BUSINESS PERMIT